



GSA Office of Property Disposal

A Guide to Buying Federal Real Estate

bid deposit

public auction

online auction

for sale

invitation for bid



A wide variety of Federal real estate is available for public purchase. From office buildings to single-family homes, the U.S. Government may have the property that you need.



What is Federal Real Estate?

Federal real estate is real property owned by the government to accomplish the missions of various agencies. If it is no longer needed by the government, it is often sold to the public. This surplus Federal real estate includes:

- Office buildings
- Warehouses
- Commercial and industrial facilities
- Military installations
- Single- and multi-family residences
- Vacant lots.

How Do I Buy Federal Real Estate?

There are three basic steps to finding and purchasing surplus Federal real estate through the General Services Administration (GSA) Office of Property Disposal.

1. Find out what properties are available to purchase;
2. Obtain an Invitation for Bid (IFB) package with detailed information about a particular property; and
3. Bid on that property.

As in any real estate transaction, you will be bidding against others in an open competitive market.



1 2 3 Basic steps to finding and buying surplus Federal real estate

1 Finding Available Real Estate

Online

The best way to find the most current information on surplus Federal real estate for sale is online at GSA's Office of Property Disposal website: www.propertydisposal.gsa.gov. If you do not have access to the Internet, contact your regional GSA office (listed on page 8) for information.

Mass Media

When GSA schedules a public sale, it publicizes the sale of property through advertising and announcements. Public sales are often advertised in local and national newspapers, trade publications, and on radio and television.

2 Obtaining an Invitation For Bid

Detailed property information is provided through a publication called the Invitation for Bid (IFB). IFB packages are prepared for each property and give all the information you will need in order to bid on it, including: location of the property, property description, maps, pictures, zoning and land-use regulations, general terms of the sale, special terms of the sale, directions to the property, and inspection guidelines.

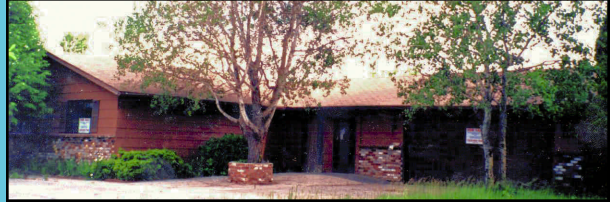


The IFB contains official bid forms for bidding on the property and instructions on the bid process (not all properties are sold in the same manner). The IFB also gives the name of the GSA Realty Specialist who is handling the property and his or her contact information for any questions not answered in the IFB.

You **must** obtain an IFB package in order to bid on a property. There are two easy ways to obtain them:

- **Internet.** IFB packages can be downloaded directly from the property detail page on GSA's Office of Property Disposal website: www.propertydisposal.gsa.gov
- **Telephone.** GSA contact information is always provided along with the property listing. Call the point of contact or the appropriate GSA Regional Office (listed on page 8) to have an IFB mailed to you.





3

Bidding on Real Estate

There are four different methods to bid on surplus Federal real property. In each, if the highest bid is acceptable and represents the fair market value of the property, an award is made.

1) Sealed Bid

- Prospective buyers mail in their bid and bid deposit before the specified bid opening date and time.
- All bids are publicly opened on the bid opening date.
- Bids may not be modified after the public opening.
- Awards are usually made within 60 days.
- Deposits are returned to all unsuccessful bidders.

2) Public Auction

- An auction is conducted in a conventional auction setting.
- Bidders register and bring their bid deposit to the auction at the specified time.
- Bidders openly bid against each other until a high bidder is declared.



3) Public Auction by Mail

- Bidders mail their bid and bid deposit or increase their bids via mail, e-mail, fax, private delivery service, online, or in person.
- The auction continues over a period of days until the bidding stops.

4) Online Auction

- While similar to auction by mail, all activities, including submitting the bid deposit and augmenting the bid, can also be done online.
- The auction continues over a period of days until bidding stops.
- More information on online auctions is listed on the Office of Property Disposal web site:
www.propertydisposal.gsa.gov



Information for Bidders

Bid Deposit

An initial bid deposit is required to bid on a property. After acceptance of an offer an additional deposit, usually equaling 10% of the sale price, may be required. The additional deposit may also be a fixed dollar amount rather than a percentage of the sale price. The IFB will specify the initial bid deposit and additional deposit for each sale.

Suggested Opening Bids

Usually there is no minimum bid on a property. If there is a suggested opening bid, the IFB will specify the amount. A suggested opening bid is occasionally offered for certain properties, intended only to shorten the auction process.

Bid Deposit Refund

For those who are not the chosen bidder, GSA will return deposits as soon as possible after the date of the bid opening (usually within five business days after the date of sale).

Financing

Bids to purchase must be on an *ALL CASH* basis. Government credit terms are not available and GSA does not offer financing. Buyers are expected to arrange their own financing and to pay the balance in full by the closing date. After the date of acceptance, there is generally a 30- to 60-day period in which to send the final payment to close the sale. More information regarding the closing of the sale can be found in the IFB package.

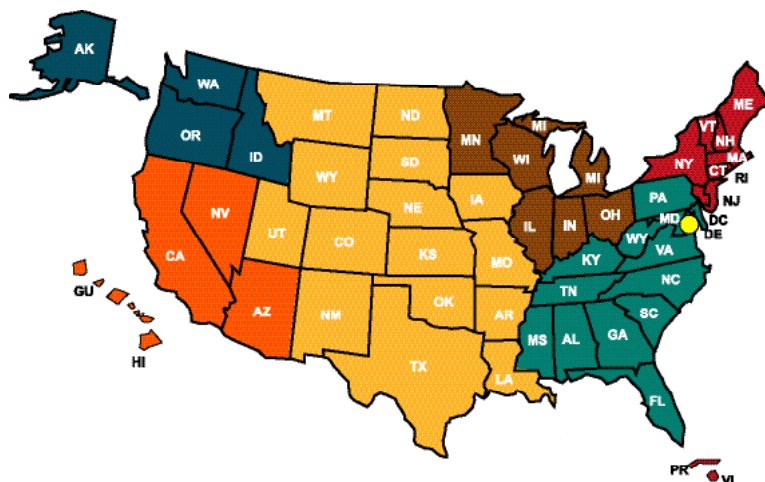
The Selling Price of Property

Federal law requires that GSA obtain fair market value for all properties it sells through public sale. GSA properties are not sold at discount prices to the general public. GSA does not release any information regarding the appraisal of the property being sold.

Advice

GSA encourages you to bid on surplus Federal real property and offers some final advice and disclosures.

- Carefully inspect the property being offered for sale before bidding. It will be sold on an "as is, where is" basis.
- Failure of a bidder to be fully informed on the condition of the property will not constitute grounds for any claim for adjustment or for withdrawal of a bid.
- Zoning classification falls under the authority of the local government.
- The highest bid on a property is not always accepted.
- GSA reserves the right to refuse any and all bids and/or to accept an offer in the government's best interest.
- GSA considers each sales transaction independently.



Contact Us

www.propertydisposal.gsa.gov



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U.S. General Services Administration
1800 Street, NW, Room 4244
Washington, DC 20405
202-501-0084



New England Region

U.S. General Services Administration
10 Causeway Street
Boston, MA 02222
617-565-5700 or 800-755-1946



Great Lakes Region

U.S. General Services Administration
230 South Dearborn Street
Chicago, IL 60604
312-353-6045 or 800-755-1946



Southeast Sunbelt Region

U.S. General Services Administration
401 West Peachtree Street
Atlanta, GA 30365-2550
404-331-5133 or 800-473-7836



Greater Southwest Region

U.S. General Services Administration
819 Taylor Street
Ft. Worth, TX 76102
817-978-2331 or 800-833-4317
Fax-on-Demand 817-978-2063



Pacific Rim Region

U.S. General Services Administration
450 Golden Gate Avenue
San Francisco, CA 94102
888-472-5263
Fax-on-Demand 415-436-7402



Northwest Arctic Region

U.S. General Services Administration
400 15th Street, SW
Auburn, WA 98001
253-931-7547 or 800-814-6205
Fax-on-Demand 253-931-7554



National Capital Region

U.S. General Services Administration
301 7th Street, SW
Washington, DC 20407
202-205-2127





Smarter Solutions

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